

Administrators' Guide to the Database Builder (DRAFT)

1 Introduction

1.1 Purposes of this Guide

This guide has been designed to provide the system integrators and administrators with the information needed to configure the Database Builder software, and the information needed to maintain the system.

1.1.1 Documents and other Resources

Resources useful for the setting up, administration and use of the system include:

- The Database Builder Planning Workbook—explains the planning steps required before setup is started
- The Database Builder Administrator's Guide—this manual
- The Database Builder User's Guide—provides a step by step guide for those who will be entering data into the system and includes a glossary of terminology
- The online Help system linked from within the Database Builder software
- The Database Builder Multimedia Training CD-ROM—provides training and tutorials for using the software (in development)

1.1.2 Intended Audience

This manual is divided into two main sections: Setup and Administration. The setup section is written for a technical audience: the individual or group of individuals that will be in charge of installing (see Chapter 2), setting up, configuring and testing the installation of the DbB system. Assumed qualifications for the administration staff are: a good understanding of networking protocols and services; ability to set up and maintain database, web, firewall and local area network servers; ability to plan for and implement a backup system for databases.

The administration section of this manual is written for the individual(s) in charge of maintaining the application setup and reviewing requests for additions or changes in the system. Assumed qualifications for the position include computer technical skills as well as management, statistics and prevention domain knowledge. Computer technical skills include:

- Ability to use software such as Microsoft Excel, word processing software, and general ability with web-based systems;
- A working knowledge of databases and database systems is highly recommended, including understanding of terms such as “records”, “fields”, etc. Experience can be with Microsoft Access, or any other database system; and
- An understanding of how to download, upload, and manage system files.

Statistical knowledge should include:

- “Statistics 101” background, including understanding of the concepts of mean, median, standard deviations and statistical significance;

- An understanding of sampling techniques and their applicability to the statistics gathered within the system;
- An understanding of how to synthesize, analyze and present data collected by the system, including knowledge of how to deal with outliers, incomplete records and data sets for which the basic statistical tests are not met;

Domain knowledge include:

- An understanding of current research findings;
- Knowledge of how to locate findings and to obtain general population statistics for comparison purposes; and
- An understanding of the domain relevant goals and priorities of the Federal agency, State agency and local organizations involved in the current effort.

Management skills include:

- An understanding of roles and responsibilities for individuals and departments within the organization;
- A working knowledge of how to motivate others to complete tasks required for the database to be used effectively; and
- An ability to communicate clearly the findings from the database system, present written reports, and knowledge of confidentiality issues related to the datasets and findings from the system.

1.1.3 Conventions Used in this Document

In this document, screen shots from the software are included in each step in order to make it easier to understand the instructions provided. Note that at times these screen shots will vary slightly from the current version of the software. They are intended as illustrations only.

In places where data entry examples are provided, the type face used in the document is courier, e.g.: Type in your user id: `sysadmin`. When a button is described, it is in quotes. e.g. Click the "Continue" button.

2 System Setup and Configuration

2.1 *Hosting Options*

The Database Builder software may be installed on a machine located at your facility and administered by your own staff (Local Hosting) or it may be installed on a machine located at Macro and administered by your own staff (Remote Hosting). Remote hosting is appropriate for organizations that are testing and planning for their own server setup at a later date. It is also possible to host the software with commercial hosting services that have system configurations that meet the minimum standard for the software.

2.1.1 Local Hosting

For instructions on downloading and installing the software onto your own server, contact sps-mis-support@qrc.com for the most current specifications and instructions.

2.1.2 Remote Hosting

Macro offers the option of hosting the Database Builder software on one of their servers. If this option is chosen, Macro technical staff will install the software and perform the initial setup and configuration for you. For more information on this option please contact sps-mis-support@qrc.com.

2.2 *Setup and Configuration*

2.2.1 Sysadmin User

Include the instructions that the user “sysadmin” with password “password” is to be set at the system root so that the instructions for administration will work.

3 Administration of the Database Builder

3.1 Logging In

When the software is first installed on your system, a default system level user for the system is created: “sysadmin” with password “password”. Verify that this user is set at the system root (see section 2.2).

1. Log on to the Database Builder data tool, click the mouse in the Login field and type in your User ID. Click in the password field and type in your password. Note: User IDs are not case sensitive, but passwords are.



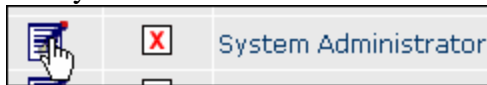
The screenshot shows the login interface for SAMHSA/CSAP's Database Builder. At the top, it says "SAMHSA/CSAP's Database Builder" and "Database Builder". Below that is a welcome message: "Welcome to the Database Builder". The main heading is "Login". There are two input fields: "Login:" with the text "sysadmin" and "Password:" with masked characters. A "Login" button is below the password field. At the bottom, there is a link for forgotten credentials: "Did you forget your user ID or password? Contact Your Admin Here at 1-800-555-1212 (admin@youremail.com)". A footer note states "This system is under development."

2. You will now see the main menu for the Database Builder. Click on the “System Admin.” tab to get to the Administration menus, then on the “Users” link.



The screenshot shows the main menu of SAMHSA/CSAP's Database Builder. At the top, it says "SAMHSA/CSAP's Database Builder". Below that is a navigation bar with tabs: "Home", "Enter/Edit Data", "Create Reports", "System Admin.", and "Me Ins". Under the "System Admin." tab, there are links: "Users", "User Grouping", "Permissions", and "Security Levels". Below these links is the heading "System Administration" and the text "Administer the following items:". Under this text, there are links for "Users", "User Grouping", "Permissions", and "Security Levels". A mouse cursor is pointing at the "Users" link.

3. Select the sysadmin user from the list and click on the “Edit Item” button in the same row as “System Administrator.”



4. Change your password. It is extremely important that the password for the System Administrator be secure, as you cannot underestimate the damage to the system if someone logs in and makes malicious changes with system level access. You should always use a highly secure password (non-dictionary words, nothing that someone could guess like your birth date, and include mixed upper and lower case letters and numbers.) Change your password often and do not leave it written anywhere it could be found.

SAMHSA/CSAP's Database Builder User: System Administrator

Home Enter/Edit Data Create Reports System Admin. Measures & Instruments Evaluation Plans

Users | [User Grouping](#) | [Permissions](#) | [Security Levels](#)

Edit User

Identity/Login Information	
* Full Name	System Administrator
* User ID	sysadmin
Change Password	
Retype Password	
* User Grouping	System
Notes (4000 characters max)	

Contact Information	
Organization Name	
Street Address	
Mailing Address	
City	
State	
Zip Code	
Email Address	
URL	
Phone	
Fax	

Security Level	
<input checked="" type="checkbox"/>	Security Root (Administrator Access)

3.2 Understanding the Terminology and Iconography

To use the Database Builder, it is essential to understand the terminology and iconography used in the system. There is a simple map to the common icons on the home page of the site:



Key terminology related to the data systems include:

ITEM: A single statement, query or stem choice that the respondent will answer in a defined way. For example, a statement item might be "I have made a final decision to stay away from marijuana." The participant must then pick one of the three possible responses: "True," "False," or "I Don't Know." A stem item example is "When I smoke a cigarette, I..." with choices "...wish I could quit.," and "...enjoy the experience."

MEASURE: An ordered group of items, or sometimes a single item (such as "age"). Some measures may have psychometric properties of interest to the outcome of the evaluation. Others will be used to collect other data, such as demographics, cohort or grouping data, and other values of interest to the evaluation. Many pre-defined measures used in prevention research have been included in the Database Builder.

INSTRUMENT: A group of measures, arranged in a definite order. The instrument would correspond to the questionnaire or survey packet that is administered to a group of respondents.

RESPONDENT/SUBJECT: Someone who provides responses (respondent) or about whom responses are provided (subject) to items in an instrument.

CASE: A complete set of data collected from or about an individual respondent or subject.

COHORT: A group of individuals who share some common characteristic or experience (e.g., a birth cohort, a classroom). Because individuals may be members of several cohorts, it is critical that the defining characteristic of the cohort be made explicit.

MEASUREMENT POINT/PERIOD: A point in time where a specific instrument is administered to one or more respondents/subjects in a specific cohort. The measurement point may be a specific date or time (point), or may be an open-ended range of dates (period).

RESPONSE: The response to a specific item that was posed to a specific respondent at a specific measurement point (or during a specific measurement period). Item responses are coded as variables in the software, and are used in data analysis.

MEASUREMENT SERIES: A group of two or more measurement points/periods occurring in a specific order. The measurement points reflect a common cohort, but need not use a common instrument. For example, a measurement series may be composed of three measurement points: a pre-test, a post-test, and a follow-up. Longitudinal studies (following

the same group over time), repeated measures designs, cross-sectional and time series designs all make use measurement series data within the Database Builder tool for tracking.

USER: Any person that has an individual login (account) on the Database Builder system.

USER GROUP: A named collection of users with a defined set of permissions. User Groups are created with a set of default permissions before individual users are added to the group.

3.3 Creating Security Levels

Under the "System Admin." tab click on the link for "Security Levels." The System Administration/Security Levels screen allows authorized users to create security levels. Security levels are used to allow or deny access to objects (datasets, instruments, information) within the system. Note that:

- An instrument has one and only one security level associated with it.
- A measure has one and only one security level associated with it.
- A cohort has one and only security level.
- A measurement point requires a security level, an instrument and a cohort.
- A measurement series requires a set of measurement points.
- A user is associated with one and only one user grouping.
- A user is associated with one or more security levels.
- A user grouping specifies what access is given for each type of resource (data, reports, administration, measures and instruments, evaluation plans.)
- Each cohort, instrument, measure and measurement point are associated with specific users, each given permissions of *read/write*, *read-only*, *no access*, *input-only* or *use implicit*. If the system administrator does not specify settings on a user-by-user basis for these cohorts, instruments, measures and measurement points, then the implicit setting are used (that is, the user the settings that are implied by the group and security level that user belongs to.)

The security system checks three things to determine what a user's permissions to an object should be:

1. The system checks if the user created the object. If so, the user is the object's owner and has read/write permissions to the object. If the user is the object's owner, the system doesn't check [2] and [3] below.
2. If the user is not the object's owner, then the system checks explicit permissions. If an explicit permission is set for a user on an object, the system doesn't check [3] below.
3. If the user is not the object's owner, and no explicit permission is set on this object for the user, the system checks "implicit" permissions, which are defined by the user's relative positional relationship to the object in the security hierarchy.

3.3.1 Implicit Permissions

Each user and each object are assigned to security levels. A user's implicit permissions on a given object are determined by the user's security level in relation to the object's security

level. The default security levels, which cannot be changed but only added to, are laid out as follows:

- Security Root*
 - Transfer*
 - System*

For the purpose of explanation, let's say that the following security levels are set up by a state (note that the built-in levels are marked with asterisks):

- Security Root*
 - Shared Root Objects
 - State
 - Shared State Objects
 - State Health Care
 - State Health Care Objects
 - Community Health Care
 - Community Health Care Objects
 - Transfer*
 - System*

To this set up (and the users and objects associated with it) the following rules are applied:

Rule A: No Access

If user does not have an ancestor or a descendant relationship with the object, and they do not own the object, and they are not at the same level, then no access is granted.

Rule B: Input Only

If the requestor's level is a descendant of the object's level (i.e., State Health Care is a descendent of State), then the requestor has input only permission (i.e., State Health Care has input only permission on items at the State level). In general, this permission allows the requestor to insert data records, but may not view or modify data objects belonging to others.

Rule C: Read Only

If the requestor's level is the same as the object's level, but the requestor is a different login user than the owner, then the requestor has read only permission. Login users with read only permission may read or view the data object, but cannot modify it. This would be the case for multiple users at the Security Root level. Whoever created the items under the root level (i.e., State) would have all access to those items. The other users at the Security Root level would only have read permission. The point here is that several people can be working on the same project, but not necessarily have read/write access to each other's work.

Rule D: Read/Write Edit

If the requestor is the same login user as the object's owner, the requestor has full read/write access to the data object, regardless of the security level relationship. If the object's level is a descendant of the requestor's level (note that the object and the requestor are not at the same level), then the requestor also has full read/write access to the data object as well.

Implicit Permissions Example

Applying the rules above to the example security hierarchy yields the following implicit security:

Putting all of the objects in the Shared Root Objects level allows them to be accessed on a read/write level by any user at the Security Root level, no matter which user created them per Rule D. Note here that no other users at other levels (i.e., State, State Health Care) would have any access to those items per Rule A since Shared Root Objects and State are on the same level.

Putting all of the objects to be shared by State users at the Shared State Objects level would allow them to be accessed (read/write) by any user at the State level, no matter which user created them per Rule D. Associate "users" with the State level and "objects" with the Shared State Objects level. All State-level users would have read-write access to those objects via Rule D. Also note that by putting State Health Care and Community Health Care on the same level as Shared State Objects, users at those levels will not have any access to objects in the Shared State Objects level (per Rule A).

For a given sub-state-level institution, for example State Health Care, associate the "users" with the State Health Care level and the "objects" with the State Health Care Objects level. This way any user associated with the State Health Care level automatically has read-write access to any object at the State Health Care Objects level. Community Health Care users will not have access to any State Health Care objects, State users will have read-write access to both Community Health Care Objects and State Health Care Objects, as will Security Root users. Finally, State Health Care users will not have access to objects in Shared State Objects or Shared Root Objects per Rule A (e.g. State Health Care is neither a descendant nor an ancestor to Shared Root Objects or Shared State Objects).

The security level settings are explained in less technical detail in the Database Builder Planning Workbook. Before setting up the security levels, decisions need to be made and a plan developed so that the hierarchy of permissions is most efficient for the groups and data sets that you will be hosting on your system. Once you have obtained a chart of the permissions, entering them into the system is straight forward:

1. Select the "Security Levels" from the "System Administration" menu.
2. Click on the "Add" icon in the same line as the security level for which you want to add a new sublevel. For example, to add a new sublevel to Security Root:

Security Levels	Add
<input checked="" type="checkbox"/> Security Root	
<input checked="" type="checkbox"/> Program Group	

3. Fill in the information requested and click “Save.”

Add A Sub-Level	
Parent Security Level	Security Root
Sub-Level Name	<input type="text"/>
Abbreviation	<input type="text"/>
Description	<input type="text"/>
<input checked="" type="checkbox"/> Allow users at this security level to also be placed at other security levels.	
<input type="button" value="Save"/>	

3.4 Administer Users and User Grouping

The administration of users consists of creating user groupings and individual users. Individual users are assigned to groups, and the access granted to that group for the various features of the system are granted to the user assigned to that group.

3.4.1 Administer User Grouping

In the System Administration section of the software, click on “User Grouping” to administer this portion of the software. It is here that you will create “classes” of users with various levels of access to the system. A user group defines which program features can be accessed by users belonging to the group. If a user is restricted from a program feature by their user group, they cannot access the feature at all - even if they would otherwise have access to data via that feature.

There are two default user groups: a "system" group that provides full access to all tools and features, and an "inactive" group that provides no access to any features.

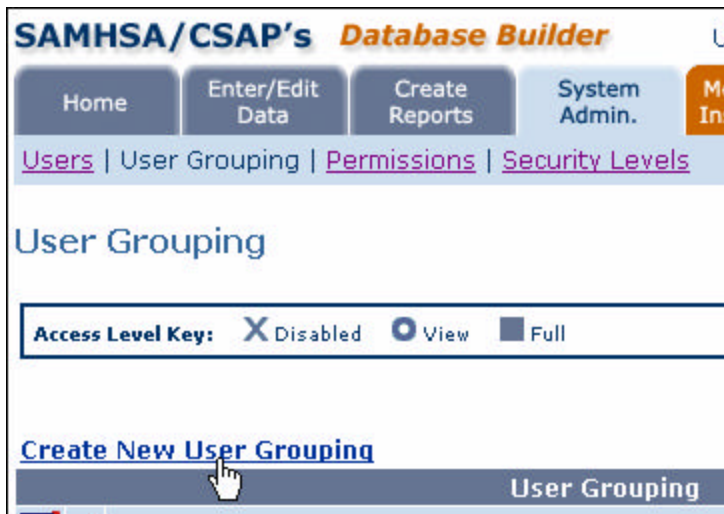
Each group has a name and a set of tools for which feature permissions can be set. There are three levels of permissions: disabled, view, and full. The default setting is disabled.

Disabled—The user does not have access to the disabled tool at all. It will not appear on their menus or options.

View—The user can call up or view data, but not be able to change data. Save or update features are disabled.

Full—The user can perform all functions and activities, including the ability to save or update data, within the tool.

1. Select "Create New User Grouping" from the User Grouping page of the System Administration tab.



2. Select Disabled, View or Full for each of the features of the system for that grouping.

User Grouping Information	
* User Grouping Name	Data Entry Clerks
Enter/Edit Data	
* Enter New Data	Full
* Edit/Review Data	Full
Create Reports	
* Reports	Full
* Download	Full
System Administration	
* Users	Disabled
* User Grouping	Disabled
* Permissions	Disabled
* Security Levels	Disabled
Measures & Instruments	
* Measures & Instruments	View
Evaluation Plans	
* Cohorts	View
* Measurement Point/Series	View
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

3. Click the “Save” button to store the settings. You should see the changes in the chart that is displayed:

Access Level Key: X Disabled ● View ■ Full

Data Entry Clerks					
	Enter/Edit Data	Create Reports	System Admin.	Measures & Instruments	Evaluation Plans
	<div>■ Enter New Data</div> <div>■ Edit/Review Data</div>	<div>■ Reports</div> <div>■ Download</div>	<div>X Users</div> <div>X User Grouping</div> <div>X Permissions</div> <div>X Security Levels</div>	<div>● Measures & Instruments</div>	<div>■ Cohorts</div> <div>■ Measurement Point/Series</div>

3.4.2 Administer Users

In the Users module, users are added, modified, and deleted. For each user there are three sections: Identity/Login Information, Contact Information, and Security Categorization.

1. Select “Users” from the System Administration menu. Click “Create New User” to create a new user, or “Edit” next to a user name to edit the user information.

2. Each user will require the following information:

Full Name is required for each user. This name will normally be the full or legal name of the user, and does not need to be unique. The maximum length is 120 characters.

Login ID must be unique to each user. The maximum length is 16 characters.

User Grouping is required for each user.

A **Password** is required for login. The password does not need to be unique. In the login view, the password being entered is hidden. The password must be at least six characters long and must include at least two of the following: lower-case letters, upper-case letters, numbers, or punctuation. The maximum length is 16 characters.

Notes, which is optional, may be entered for each user. The maximum length is 4000 characters.

3. Enter in the user contact information.

4. Select the appropriate security levels for the user. The level of security is required for each user. A user may be assigned to more than one security level.

Edit User	
Identity/Login Information	
* Full Name	Cindi Clerk
* User ID	123456
Change Password	
Retype Password	
* User Grouping	Data Entry Clerks 
Notes (4000 characters max)	This is a test entry for a clerk.
Contact Information	
Organization Name	State Prevention Systems
Street Address	123 Any Old Street NW
Mailing Address	
City	Any City
State	WA
Zip Code	90909
Email Address	cindi@mystateprevserv.org
URL	www.mystateprevserv.org
Phone	(800)999-9090
Fax	(999)999-7788
Security Level	
* Security Level	<input type="checkbox"/> Security Root (Administrator Access) <ul style="list-style-type: none"> <input type="checkbox"/> Program Group <ul style="list-style-type: none"> <input type="checkbox"/> Department of Alcohol and Drug Programs <ul style="list-style-type: none"> <input type="checkbox"/> DADP Data Entry <input type="checkbox"/> DADP Program I <input type="checkbox"/> DADP Program II <input type="checkbox"/> Educational Prevention Services <input type="checkbox"/> State Incentive Grant <input type="checkbox"/> State Prevention Services <input type="checkbox"/> SYNAR <input type="checkbox"/> State Systems Group <ul style="list-style-type: none"> <input type="checkbox"/> Grants Office <ul style="list-style-type: none"> <input type="checkbox"/> Administrative Review Team <input type="checkbox"/> Data Analyses Group <input checked="" type="checkbox"/> Data Entry Clerk

3.5 Manage Measures and Instruments

Measures and instruments are the “building blocks” used for data entry and retrieval in the Database Builder system. A measure is a set of items, while an instrument is a set of measures. You will need to have your security levels set before you begin building measures and instruments, as they are defined at specific security levels.

3.5.1 Manage Measures

A measure is an ordered group of items, or sometimes a single item (such as "age"). Some measures may have psychometric properties of interest to the outcome of the evaluation. Others will be used to collect other data, such as demographics, cohort or grouping data, and other values of interest to the evaluation.

As the System Administrator, you will be able to create new measures throughout the system. You can grant or deny the capability of creating new measures to individual users and groups. Depending on a user's permissions, he or she may be able to create new measures for use by self or others in the same group, transfer existing measures from the main Measure and Instrument repository, or make copies of existing measures and modify them according to specific needs. The help file will direct users to ask the System Administrator for access to this capability.

Each measure requires the following information:

Abbreviation—The abbreviation is a short text string as a short representation of the measure. The abbreviation may appear in data downloads, or in locations where the measure needs to be expressed in compact form. The maximum length is 16 characters.

Name—The name is used to identify the measure, and is what appears on most on-screen displays of the measure, or as a section title when measures are combined into instruments. It can be up to 120 characters in length.

Status—Draft status indicates that the measure is still being worked on. Final status means that the measure is ready for use.

Security Level—Each measure must be associated with one (and only one) security level. This level determines the permissions for the measure.

Description—The description provides additional information about the measure, such as the measure's author, date of its creation, original purpose or intent, previous publication citations, and so forth. The measure description may be up to 6000 characters in length.

Category—Each measure may be categorized or grouped with like measures. Select a category from the available list, or create new categories as needed.

Measure Descriptors—In addition to the pre-defined standard information fields listed for each measure, you may create additional descriptors to better define your measure. These descriptors are defined on an application-wide basis, not measure by measure.

Transfer Measures—Suppose the user needs to copy a measure called "Student Demographics" from the Measure and Instrument repository. While in the Measures module, the user will click on the "Transfer Measures" link. A framed window opens, with a search form for measures from the main Measure and Instrument repository at the top and "return to your previous Database Builder work" link at the bottom.

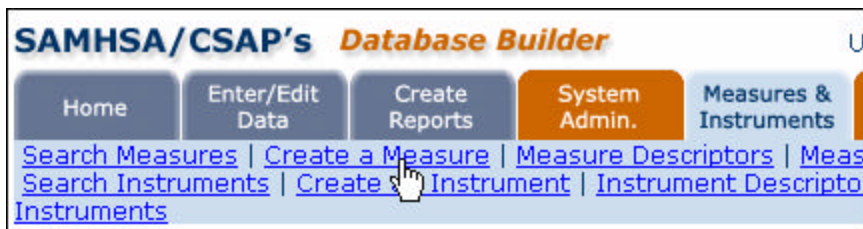
Select "Student Demographics" from the search results. The measure details will appear on the right side. Note that the Transfer Cart is currently empty. Click on the "Add to Transfer Cart" button. Test the "Transfer Measure(s)" link. You should see the measure, with a list of its items.

Click on the "Transfer to Database Builder" button. A message "Data has been successfully transferred" will be displayed. Click on the "Previous" button and make sure that the Transfer Cart is empty.

Click on the "Exit this resource and return to your previous Database Builder work" link on the bottom frame. You will be returned to the Database Builder. Select Search to verify that the measure was transferred. The transferred measure will have an "X" next to it, since you are the owner and have delete right to it, and "Transferred Copy of" will be appended to the title.

To create a new measure:

1. Click on the "Create a Measure" link in the Measures and Instruments menu.



2. Enter a name for the measure. If you are planning on working on the measure before making it available, check the "Draft" status button.

Measures: Edit/Create

Measure Properties [Step 1 of 3]

[Next \(Specify Questions\) >>](#)

Name *	test
Measure Status	<input checked="" type="radio"/> Draft <input type="radio"/> Final

3. Fill in the Security Level, and Description and any other optional fields that have added to your system.

Measures: Edit/Create

Measure Properties [Step 1 of 3]

[Next \(Specify Questions\) >>](#)

Name *	Individual/Peer-Favorable Attitudes Toward
Measure Status	<input checked="" type="radio"/> Draft <input type="radio"/> Final
Security Level	Grants Office
Description	Individual/Peer-Favorable Attitudes Toward Alcohol
test descriptor - measure	

[Next \(Specify Questions\) >>](#)

* Indicates a required field

4. If you are creating a new measure, you will need to add the items that are part of that measure. Click on “Next (Specify Questions)” link.

5. Your planning team will have identified the questions, question text, help text, codebook, variable names and other information required for each of the questions. See the Database Builder Planning Workbook for more information related to this planning process. Fill in each of the questions and click the “Add Question” button.

Add Questions [Step 2 of 3]

Add Question

Add/Edit a Question

Question Type

Numeric (Decimal) ▼

Name *

Question Text *

Help Text

Codebook

Required

No ▼

SPSS/SAS Variable Name *

If you don't know the limits you want to apply to this question you may leave the default values.

Question Lower Limit *

0

Question Upper Limit *

0

Add Question

* Indicates a required field

6. As you add questions, they will appear in a list on the right side of the screen. You can change the order of the questions in the measure by moving them up and down with the arrows to the right of the question. You can also delete them from the measure here. When done, click on the “Next (Specify Categories)” button.

[Next \(Specify Categories\) >>](#)

Individual/Peer-Favorable Attitudes Toward Alcohol	
Question Name (text)	Delete/ Reorder
Favorable Attitudes Toward Drink (How wrong do you think it is for someone your age to drink beer, wine or hard liquor (for example, vodka, whiskey or gin) regularly?)	<input type="checkbox"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
Number of Drinks per Week (On the average, how many alcoholic drinks do you have in a week?)	<input type="checkbox"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
Teen Drink Scale (On a scale of 1 to 7, how much do you agree with the statement "teens should not drink alcohol.")	<input type="checkbox"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
Last Drink Description (Please describe the last time that you had an alcoholic drink, if applicable--were you with other teens or your family? Was it a party? Were adults supervising?)	<input type="checkbox"/> <input type="button" value="▲"/> <input type="button" value="▼"/>

7. Select the category to which you want to add the measure:

Add to Categories [Step 3 of 3]

Select the categories this measure fits into. You can select multiple categories. Underlined categories to reveal and select their subcategories.

- [DbB MX](#)
- [General Assessment Domains](#)
- [Measure Type](#)

8. You will see the list of subcategories within that category. If the category was non-exclusive, as in this example, you will see check boxes and will be able to select more than one subcategory as appropriate. If the category was exclusive, radio buttons will be displayed allowing only one choice to be made. In this case, choose the single subcategory.

[Save Changes](#)

General Assessment Domains	
<input type="checkbox"/>	Community Factors
<input type="checkbox"/>	Environment Factors
<input type="checkbox"/>	Family Factors
<input checked="" type="checkbox"/>	Individual / Peer Factors
<input type="checkbox"/>	Institutional Factors

[Save Changes](#)

Note: if you are creating an identity measure, you will need to specify the category as Measure Type/Identification Measure for the software to be able to use it in evaluation plans as an identity measure.

9. You can repeat steps 7 and 8 as many times as needed to add the measure to all the categories for which it is appropriate.

3.5.2 Manage Instruments

An instrument is a group of measures, arranged in a definite order. The instrument would correspond to the questionnaire or survey packet that is administered to a group of respondents. As System Administrator, you will have access to all of the instruments, measures and security levels. Depending on how you set the permissions, users will have access to only some of the instruments and may or may not be empowered to create new instruments, transfer existing instruments from the main Measure and Instrument repository, or make copies of existing instruments and modify them according to specific needs.

To manage instruments:

1. Click on the "Search Instruments" link in the main menu.
2. At this point, you can (a) create a new instrument, (b) transfer an instrument from the repository, or (c) search for an instrument that is already in existence and either copy it, delete it or edit it.

SAMHSA/CSAP's Database Builder User: S

Home Enter/Edit Data Create Reports System Admin. Measures & Instruments Evaluation Plans

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Instruments: Search

You may search for instruments three different ways.

- ❖ [List of All Instruments](#)
- ❖ or Search By Keywords
[Advanced Search](#)
- ❖ or Search By Category
Click on the underlined category to expand its subcategories.
Click on the underlined number in brackets, [**3 instruments**], to see the instrument

[expand all](#) | [collapse all](#)

⊕	DbB MX [<u>6 instruments</u>]
⊖	General Assessment Domains [<u>2 instruments</u>]
	> Community Factors [<u>1 instruments</u>]
	> Environment Factors [0 instruments]
	> Family Factors [0 instruments]
	> Individual / Peer Factors [<u>1 instruments</u>]
	> Institutional Factors [0 instruments]

3.5.2.1 Create a new instrument

1. To create a new instrument, click on the “Create an Instrument” link. Name the instrument or copy an existing instrument to begin the process.
2. Fill in the **instrument name**. The name is used to identify the instrument, and is the primary field upon which most users will be searching for the instrument. It can be up to 120 characters in length.
3. Select either “draft” or “final” for the **status**. Draft status indicates that the instrument is still being worked on.. Final status means that the instrument is ready for use.
4. Select the security level. Each instrument must be associated with one (and only one) security level. This level determines the object permissions for the instrument
5. Provide a description. The description provides additional information about the instrument, such as the instrument's author, date of its creation, original purpose or intent, previous publication citations, and so forth. The instrument description may be up to 6000 characters in length. You may also have additional fields, depending on how your system was set up. Click “Next (Specify Measures)” to add measures or edit measures associated with the instrument.

Instrument Properties [Step 1 of 3]

Next (Specify Measures) >>

Name *	Youth Attitudes Towards ATOD
Instrument Status	<input checked="" type="radio"/> Draft <input type="radio"/> Final
Security Level	System
Description	This instrument is to be used with high school youth and was designed as an online form. It examines attitudes towards ATOD
test descriptor - instrument	

Next (Specify Measures) >>

* Indicates a required field

6. Now, move the measures you need (shown in the left column) into the new instrument that you are creating (shown in the right column).

To move a measure, click on the check box to the left of the measure name. Click the “Add Selected” button to move the measures to the right side of the page.

To remove a measure, click on the check box next to the measure and click the “Remove Selected” button.

Move measures up and down in the list to change the order, using the reorder up and down icons next to the measure name.



When done, click on the “Next (Specify Categories)” button.

Select the measures you wish to include in this instrument and then click the "Add Selected button".

Next (Specify Categories) >>

Add Selected	Remove Selected																
<table> <tr> <th>Measures</th> </tr> <tr> <td><input type="checkbox"/> Alcohol, Tobacco, and Other Drugs (ATOD) - Binge D</td> </tr> <tr> <td><input type="checkbox"/> Carolyn's measure on "2/20/04"</td> </tr> <tr> <td><input type="checkbox"/> Community - Rewards for Prosocial Involvement Scal</td> </tr> <tr> <td><input type="checkbox"/> DBB MX Age</td> </tr> <tr> <td><input type="checkbox"/> DBB MX Dupe Measure Test</td> </tr> </table>	Measures	<input type="checkbox"/> Alcohol, Tobacco, and Other Drugs (ATOD) - Binge D	<input type="checkbox"/> Carolyn's measure on "2/20/04"	<input type="checkbox"/> Community - Rewards for Prosocial Involvement Scal	<input type="checkbox"/> DBB MX Age	<input type="checkbox"/> DBB MX Dupe Measure Test	<table> <tr> <th>Youth Attitudes Towards ATOD</th> <th>Reorder</th> </tr> <tr> <td><input type="checkbox"/> ATOD 30-day Use</td> <td>▲ ▼</td> </tr> <tr> <td><input type="checkbox"/> Individual /Peer - Rebelliousness Scale</td> <td>▲ ▼</td> </tr> <tr> <td><input type="checkbox"/> Individual/Peer-Favorable Attitudes Toward Alcohol</td> <td>▲ ▼</td> </tr> <tr> <td><input type="checkbox"/> Student Survey: Personal Information</td> <td>▲ ▼</td> </tr> </table> <p style="text-align: center;">Remove Selected</p>	Youth Attitudes Towards ATOD	Reorder	<input type="checkbox"/> ATOD 30-day Use	▲ ▼	<input type="checkbox"/> Individual /Peer - Rebelliousness Scale	▲ ▼	<input type="checkbox"/> Individual/Peer-Favorable Attitudes Toward Alcohol	▲ ▼	<input type="checkbox"/> Student Survey: Personal Information	▲ ▼
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<input type="checkbox"/> ATOD 30-day Use	▲ ▼																
<input type="checkbox"/> Individual /Peer - Rebelliousness Scale	▲ ▼																
<input type="checkbox"/> Individual/Peer-Favorable Attitudes Toward Alcohol	▲ ▼																
<input type="checkbox"/> Student Survey: Personal Information	▲ ▼																

7. Select the category to which you want to add the instrument:

Instruments: Edit/Create

Add to Categories [Step 3 of 3]

Select the categories this instrument fits into. You can select multiple categories. Click on the underlined categories to reveal and select the subcategories.

DbB MX

General Assessment Domains

8. You will see the list of subcategories within that category. If the category was non-exclusive, as in this example, you will see check boxes and will be able to select more than one subcategory as appropriate. If the category was exclusive, radio buttons will be displayed allowing only one choice to be made. In this case, choose the single subcategory.

Save Changes

General Assessment Domains

☐ Community Factors

☐ Environment Factors

☐ Family Factors

☒ Individual / Peer Factors

☐ Institutional Factors

Save Changes

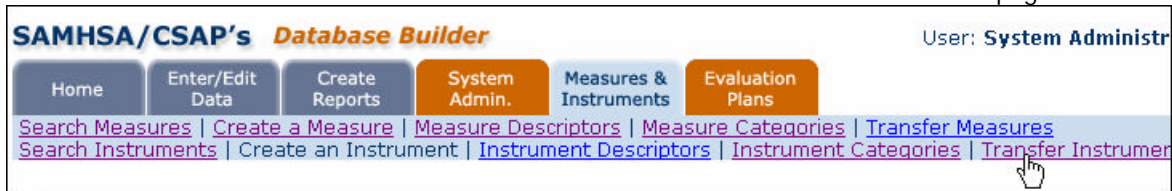
9. You can repeat steps 7 and 8 as many times as needed to add the instrument to all the categories for which it is appropriate.

3.5.3 Transfer Instruments and Measures

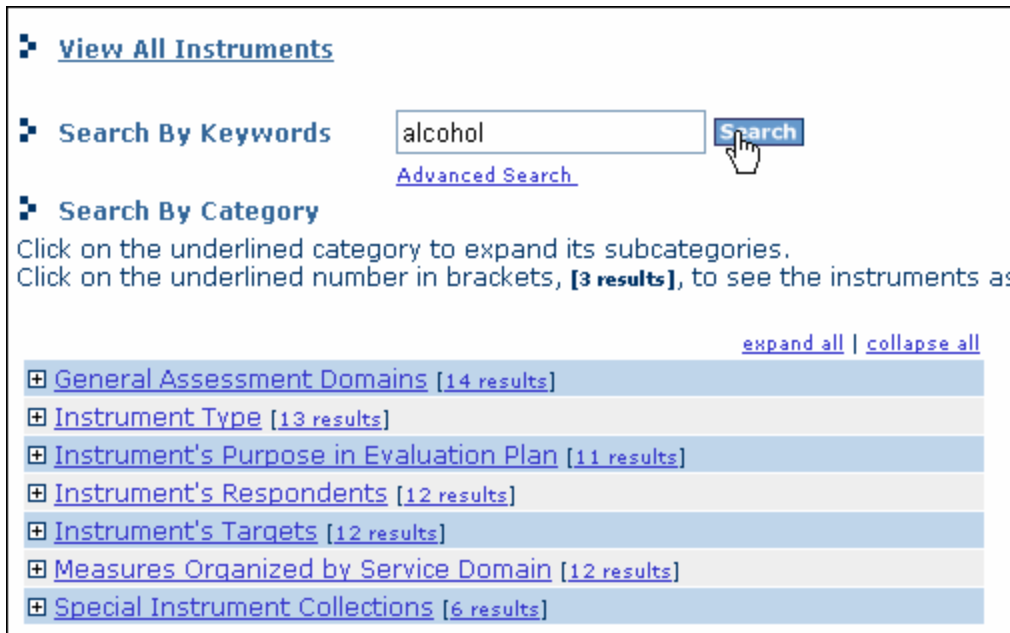
The Database Builder software have been developed with a large number of measures and instruments already created. These measures and instruments can be copied (transferred) from the repository to the local implementation using the Transfer tool. Shown is the process for transferring instruments, but the same process can be used for measures.

The transfer tool uses a system similar to most online shopping cart systems. You browse for instruments of interest, put them into your transfer cart, and then check out and move the instruments.

1. Click the “Transfer Instruments” link from the Measures and Instruments page.



2. Either search by keyword (type in the keyword and click “Search”) or else expand by category/subcategory and find instruments of use.



3. Click on the instrument link next to the sub-category and review the list shown to the right of the category list.



4. When you have found an instrument you want to transfer, click on the instrument name in the list on the right side of the page.

5. Check the instrument, then click the “Add to Transfer Cart” button to add it to your cart.

<< [Back to search](#)

Special Instrument Collections /
PPG Measures

1. [Performance Partnership Grant: Required Measures/Outcome](#) ➔

Add to Transfer Cart ✕

Instrument: Performance Partnership Grant: Required Measures/Outcome

Description: CSAP required measures for PPG funded programs

Target Population: PPG clients

Author(s): CSAP

Respondent: PPG clients

Mode of Administration:

Components/Items: 6/40

Available Languages:

Burden Estimate (hours): .4

Reliability: NA

Validity: NA

Tested Populations: New instrument

Copyright Owner: Public domain

Source, Psychometrics, Scoring and Support Materials, Literature Citations, Alternate Versions, Cost: PrevTech/M&IR

Instrument Measures

There are 6 measure(s) in this instrument. [\[View Measures\]](#)

[Printable Version](#) ✕ [Get A Spreadsheet](#) ✕ [Word Compatible Version](#) ✕

6. A link on the top right of the screen will show you how many instruments are in your cart.

[Glossary](#)

[Transfer Cart: 2 instruments](#)

7. Click on the “Transfer Cart” link to start the transfer, then on the “Transfer Instrument(s)” link.

The following Instruments are currently in your Transfer Cart

1. [Performance Partnership Grant: Required Measures/Outcome](#)
Description: CSAP required measures for PPG funded programs

[Remove](#) ✕

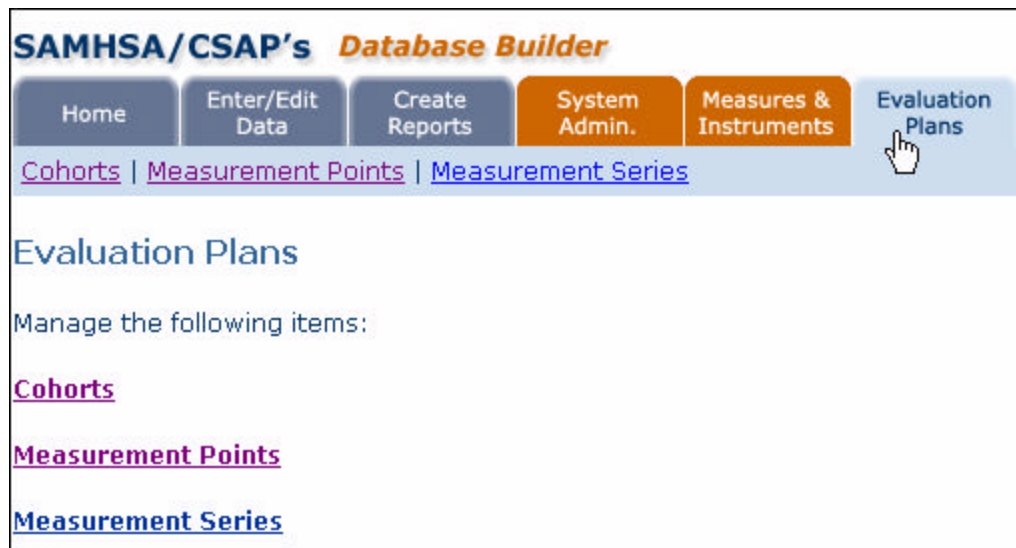
Transfer Instrument(s)
to http://hubble.ccsd.edu/sps_mis/testing/dbbm/

8. You will be shown a confirmation page before the transfer occurs (giving you a chance to back out), then a response page when the transfer is complete. If the transfer does not get made for a technical reason, the error message would appear on this page. Your technical staff should be able to fix the problem if this happens.



3.6 Manage Evaluation Plans

Evaluation plans are the structure used within the Database Builder to support various data collection methodologies. For example, your evaluation design may call for repeated measures, using the same instrument, taken at specified points in time over a period of years. Or, your design may require different instruments administered to the same group over time, or the same instrument to be administered to different groups over time. Groupings of respondents/subjects and measurement points and series, needed to support these different types of evaluation designs, are specified in the Evaluation Plans portion of the software.



3.6.1 Manage Cohorts

Cohorts are a group of individuals who share some common characteristic or experience (e.g., a birth cohort, a classroom). Because individuals may be members of several cohorts, it is critical that the defining characteristic of the cohort be made explicit. To create a new cohort:

1. click on the "Cohorts" link on the Evaluation Plans menu.
2. Click on "Create New Cohort".











SAMHSA/CSAP's Database Builder

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Cohorts

[Create New Cohort](#)

		Cohorts
Internal (automatically generated ID numbers)		
		DBB MX Internal
		test1
No ID Number		
		DBB MX Class
External (you supply assigned ID numbers)		
		Delete Class for 12/17
		DBB MX External
		Delete Test Class 12/16

[Create New Cohort](#)

[Previous](#)

Cohort Information	
* Abbreviation	<input type="text"/>
* Name	<input type="text"/>
* Description (1000 characters max)	<div></div>
* Security level	Please Select One 
* Numbering option	<p> <input checked="" type="radio"/> No ID Numbers <input type="radio"/> External (you supply assigned ID numbers) <input type="radio"/> Internal (automatically generated ID numbers) </p> <p>For INTERNAL numbering option only</p> <p>Generate <input type="text"/> numbers</p> <p>The numbers should be:</p> <p> <input type="radio"/> Sequential, starting at number <input type="text"/> - OR - <input type="radio"/> Random, starting at number <input type="text"/> ending at number <input type="text"/> </p>
* Identification Measure	--- Select a Measure --- 
Should the identification measure information be re-entered for each measurement point?	<input checked="" type="radio"/> No (Enter ID Measure Data Once) <input type="radio"/> Yes (Re-Enter ID Measure Data every Measurement Point)
Will you be following the same group over time?	<input checked="" type="radio"/> No <input type="radio"/> Yes

Save Cancel

3. Fill in the appropriate information.

You will need to fill in various fields of information for each cohort. These fields include:

Abbreviation: a short identifying word or phrase describing the cohort, to be used as headings in tables and charts.

Name: the more formal name of the cohort, for reports.

Description: a longer textual description of the cohort, used to unambiguously describe the grouping.

Security level: each cohort must be assigned to a single security level, making that cohort available at that level and at every level below that level.

Numbering option: cohorts are assigned a number to make the data analysis easier. You will want to decide on a numbering scheme for your cohorts:

- No ID numbering scheme to be used
- Use an external numbering scheme (your staff will enter in these numbers manually)
- Use an internal numbering scheme (either randomly assigned numbers or sequential numbering, assigned on the fly by the system as cohorts are added)

If the numbering option for internally generated numbers is selected, the data set will be populated with a set of respondents using the number settings selected. For example, random numbers between 10 and 1000:

Respondents generated/entered for this cohort	No.	Identification Value
	1	147
	2	254
	3	358
	4	368
	5	482
	6	494
	7	593
	8	630
	9	726
	10	813

Edit Cohort

Cohort Information					
* Abbreviation	grad class				
* Name	Graduating class cohort				
* Description (1000 characters max)	Grouping by graduating class and school				
* Security level	Security Root				
* Identification Measure	School cohort ID measure				
Should the identification measure information be re-entered for each measurement point?	Yes (Re-Enter ID Measure Data every Measurement Point)				
Will you be following the same group over time?	<input type="radio"/> No <input checked="" type="radio"/> Yes				
Respondents generated/entered for this cohort	<table border="1"> <thead> <tr> <th>No.</th> <th>Identification Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>25258</td> </tr> </tbody> </table>	No.	Identification Value	1	25258
No.	Identification Value				
1	25258				

To edit a respondent's ID value, click on the value. You will be prompted to provide a new value:

Edit Respondent ID

Old Respondent ID Value	25258
New Respondent ID Value	<input type="text"/>

3.6.2 Manage Measurement Points

Measurement points can be added and edited. Each measurement point is associated with a specific cohort. To add a new measurement point, click on "Create New Measurement Point":

SAMHSA/CSAP's Database Builder User: **System Administrator** | [Logout](#) | [S](#)

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Measurement Point Management: Find Measurement Point to View/Edit ?

[Create New Measurement Point](#)

Find Measurement Points based on any of the criteria below

Measurement Point Name:

Measurement Point Abbreviation:

Instrument Name:

Cohort Name:

You can search for measurement points by filling in the search fields, as needed.

To edit or add a measurement point, you will need to name the point, add an abbreviation, select the security level, select the instrument, select the cohort, select whether new respondents can be added during the data entry process or only if pre-defined, optionally add the start and end dates for data entry (restricting data from being entered on any date outside of this date range), and optionally add a description.

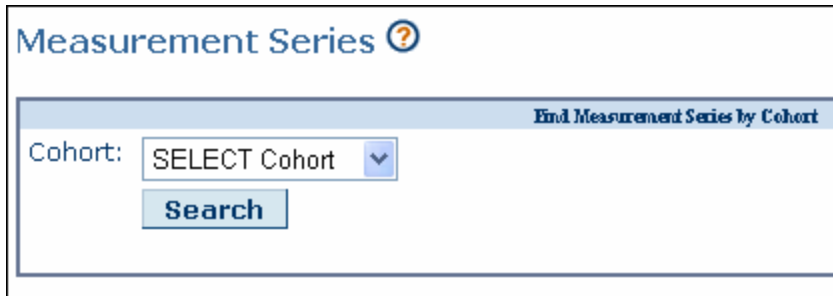
View/Edit Measurement Point

Measurement Point Information	
* Name:	<input type="text" value="11th grade class 2004/2005"/>
* Abbreviation:	<input type="text" value="grade11class2005"/>
* Security Level:	<input type="text" value="Security Root"/>
* Instrument Name:	<input type="text" value="Performance Partnership Grant: Required Measures/Outcome"/>
* Cohort:	<input type="text" value="Graduating class cohort"/>
* Respondent Creation Rule:	<input checked="" type="radio"/> ad-hoc (create new respondents during data entry) <input type="radio"/> pre-defined (only allow data entry for respondents created before data entry) <input type="radio"/> both (ad-hoc and pre-defined)
Start Date:	<input type="text" value="05/01/2004"/> (use format: mm/dd/yyyy)
End Date:	<input type="text" value="10/01/2004"/> (use format: mm/dd/yyyy)
Description:	<div>Students graduating in 2005, data collected at the end of 11th grade. Use student ids from the student id cross reference file, not actual system student ids.</div>

3.6.3 Manage Series

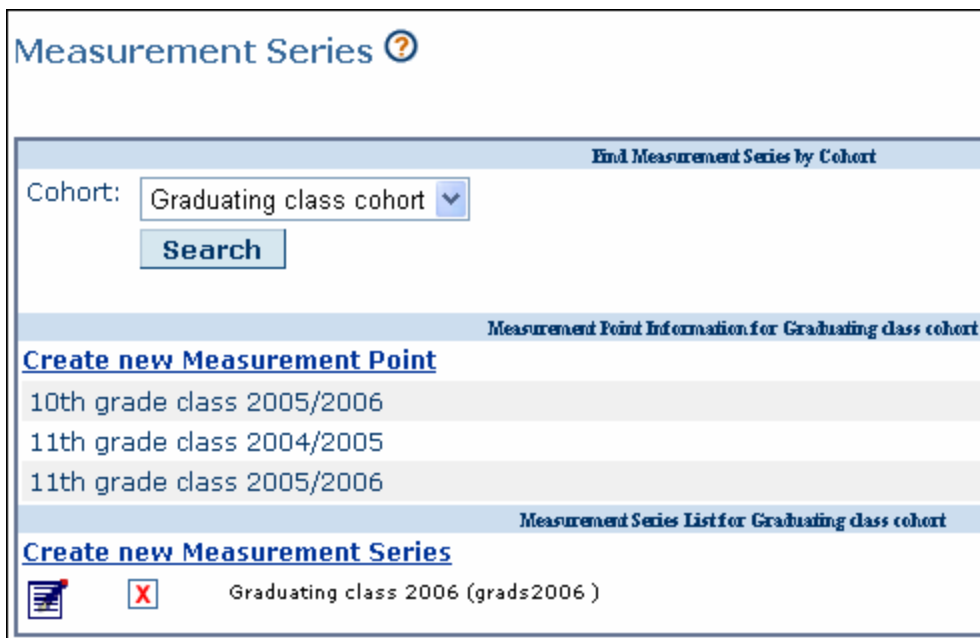
Measurement series consist of a set of measurement points. To create a measurement series:

1. Select the cohort for which you want to create a measurement series.



The screenshot shows the 'Measurement Series' interface. At the top, there is a title 'Measurement Series' with a help icon. Below it, a blue header bar contains the text 'Find Measurement Series by Cohort'. The main area has a label 'Cohort:' followed by a dropdown menu currently showing 'SELECT Cohort'. Below the dropdown is a 'Search' button.

2. Click on “Create new Measurement Series” (or select a series to edit it).



The screenshot shows the 'Measurement Series' interface after selecting a cohort. The 'Cohort:' dropdown now shows 'Graduating class cohort'. Below the 'Search' button, there is a section titled 'Measurement Point Information for Graduating class cohort' with a link 'Create new Measurement Point'. Under this link, three measurement points are listed: '10th grade class 2005/2006', '11th grade class 2004/2005', and '11th grade class 2005/2006'. Below this list is another section titled 'Measurement Series List for Graduating class cohort' with a link 'Create new Measurement Series'. Under this link, there is a table with one row: 'Graduating class 2006 (grads2006)'. To the left of this row are two icons: a document with a red dot and a red 'X' in a square.

3. Fill in a name, abbreviation and description, and select the measurement points that are to be included in the series.

Edit Measurement Series

Measurement Series Information	
Cohort:	Graduating class cohort
*Name:	<input type="text" value="Graduating class 2006"/>
*Abbreviation:	<input type="text" value="grads2006"/>
Description:	<div>All of the students graduating in the year 2006, including data collected each year from grades 9 through 12.</div>
*Measurement Points to include in series:	<div><input checked="" type="checkbox"/> 10th grade class 2005/2006 <input type="checkbox"/> 11th grade class 2004/2005 <input checked="" type="checkbox"/> 11th grade class 2005/2006</div>
<div><input type="button" value="Update"/> <input type="button" value="Cancel"/></div>	